



Request for Tuition Appeal Instructions

A Request for Tuition Appeal is available to students who feel they warrant an exception to the College's Refund Policies. Exceptions to the college's established policies are not made lightly and will generally be considered only for extenuating and difficult circumstances. Please read the instructions and download the forms from Cayuga's website: <https://www.cayuga-cc.edu/students/services/registrar/forms/>. The Tuition Appeal Committee decides each case on its own merit. All forms must be submitted together to the Tuition Appeal Committee.

Step 1. Tuition Appeal Application (complete and sign)

Complete and sign the application. Check to make sure you answered all the questions. ***A Request for Tuition Appeal must be submitted one calendar year from the last day of the semester you are filing the tuition appeal for.*** Example: a student requesting a tuition credit for the Spring semester that ended May 14, 2024 would have until May 14, 2025 to submit their request. ***You must officially drop the course(s) that you are appealing.***

Schedule adjustment forms are available in the Student Services suite on both campuses or on Cayuga's website: <https://www.cayuga-cc.edu/students/services/registrar/forms/>. **Incomplete appeals will not be reviewed.**

Step 2. Personal Statement

Submit a typed personal statement. Clearly describe your situation as to why you feel that you meet the exception to the tuition policy. Include details that occurred after the refund deadline and that were beyond your control.

Step 3. Reasons or Exceptions and Supporting Documentation - Only the following exceptions to established tuition policies will be considered:

1. **Serious Medical Condition** - Use the form provided for the health care provider to answer questions about your situation. This form must be on your provider's letterhead. Pre-existing conditions are not accepted unless unexpected circumstances occurred or the symptoms exacerbated during the semester for which the appeal is being submitted.
 - Request for medical information form
 - Request for medical information for immediate family member form

In the place of the form, you may submit a typed letter on provider's letterhead in your tuition appeals packet. It is important for this letter to include: Diagnosis; Date the medical condition began; Date it prevented you from attending classes; How long it will prohibit you from attending classes.

2. **Death in the Immediate Family** - Submit a copy of the obituary (should have dates) or a copy of the death certificate. Additionally, in your personal statement, explain how the death and related circumstances affected your ability to attend and complete classes.
 - Document of death in the immediate family

- 3. Extenuating circumstances beyond your control** - If the circumstances beyond your control that prevented you from dropping by the deadline or attending the class, do not fit one of the above exceptions, the Tuition Appeal Committee will need documentation describing your situation and must include any official communications or signed documentation that verifies your circumstances.

Please Note:

- **Drop/Add refund dates are widely publicized. Therefore, appeals based on lack of awareness of the dates will not be reviewed.**
- Incomplete forms or vague supporting documentation will result in delays in your request being processed. The Committee will only review your request once; multiple submissions for the same request will not be reviewed.
- **All requests must be e-mailed to tuitionappeal@cayuga-cc.edu.** *No in-person request can be submitted to the Committee.*
- The Committee will communicate its decision in writing. **The Committee's decisions are final.** The Committee does **NOT**, under any circumstances, take phone calls or schedule appointments.
- If your appeal is approved, you will receive a pro-rated reduction of tuition based on your date of withdrawal.